

CITY OF ANNAPOLIS
Department of Neighborhood and Environmental Programs



Department of Neighborhood and Environmental Programs

Fund Support:

General Fund

code compliance.

Description:

The Department of Neighborhood and Environmental Programs, the quality of life department, is made up of two divisions, Code Enforcement and Environmental Programs. Code Enforcement is responsible for licensing, permitting and inspections relating to all facets of code enforcement including, but not limited to, construction, rental housing, zoning, construction trades and waste water pretreatment. Environmental Programs is responsible for the enhancement of the environment through projects and programs including, but not limited to, urban forest, "Clean Air Initiates", "Keep It Clean" campaign, storm water management and trail systems.

Services:

- Permits and inspections of all construction of a cost of \$200 or higher to promote safety and

- License and inspect all rental housing to ensure safe and sanitary living conditions.
- License all contractors and related construction trades doing business in the City.
- Inspect and enforce zoning regulations as set forth in the City Code.
- Permits, inspects and educates the waste water pretreatment of certain commercial establishments.
- Regulates and educations regarding the storm water management program.
- Maintains and enhances the City's urban forest.
- Promotes and enforces the City's "Keep It Clean" program and "Clean Air Initiatives".
- Regulates private solid waste collection.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$1,005,330	\$1,163,170	\$1,305,670	12.25%
Other Operating Expenditures	121,000	311,780	284,980	-8.60%
Total Expenditures	\$1,126,330	\$1,474,950	\$1,590,650	7.84%

FY 03 Expenditures represent those of the Inspection and Permits section of Public Works only.

Department of Neighborhood and Environmental Programs Staffing Summary

	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Proposed</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Personnel	20	20	20
Department Total	20	20	20

FY 03 Positions represent FTE count for positions listed below City-wide.

Staffing Summary By Position - FY 2005 Permanent Positions

	Total <u>FTE</u>		Total <u>FTE</u>
<i>Neighborhood and Environmental Programs:</i>		<i>continued</i>	
Director	1	Electrical Inspector	1
Assistant Director	1	Housing Inspector	3
Executive Secretary	1	*Storm Water Management	1
Permits Associate I	1	Life Safety/Mechanical Inspector	1
Chief Building Inspector	1	Plan Reviewer	1
Chief Environmental Programs	1	*Pretreatment Coordinator	1
Chief Housing Inspector	1	Environmental	1
Building Inspector	2	Zoning Enforcement	1
Plumbing Inspector	1		

* Funding for these two positions is in Sewer Fund.

The Department of Neighborhood and Environmental Programs has a temporary General Clerical position and two temporary Inspectors.

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

 Department/Division Dept of Neighborhood and Environmental Programs Fund and Division # 110-42410

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$1,051,980	Appropriation needed as calculated on personnel detail.
Benefits	\$253,690	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$61,570	Office supplies, printing and postage, clothing, office furniture, etc.
Utilities	\$0	
Education and Travel	\$15,080	Training for code enforcement, seminars, computer training expenses incurred when attending
Repair and Maintenance	\$3,600	Repair of radio, vehicles, office equipment
Special Projects	\$0	
Leases	\$450	Office copier
Contract Services	\$204,280	Services for code violations, towing, boarding up bldgs. Removing rubbish, and cutting overgrowth. Contracts for urban forestry, ombudsman, and fire protection engineer.
Capital Outlay	\$0	

 Total \$1,590,650